

INSTRUCTIONS FOR INDIANA CONTROLLED SUBSTANCES REGISTRATION APPLICATION VETERINARIANS

Complete the top half of the application. Applicants must have an **active** Indiana veterinary license before they can obtain an Indiana CSR. For veterinarians must hold one CSR in order to prescribe controlled substances in the State of Indiana. An additional, separate registration is required for each practice address at which a veterinarian practitioner physically possesses controlled substances to administer or dispense. A separate registration is NOT required for each place where a veterinarian merely prescribes controlled substances. One valid CSR is sufficient for a veterinarian to prescribe controlled substances throughout the State.

Applicants **MUST** use an Indiana practice address when applying for a CSR. The CSR can only be mailed to the address submitted on the application. A CSR will only be issued to a street address; post office boxes will not be acceptable unless accompanied by a street address. An application with an incomplete or out of state address will be returned. Veterinarians must notify the Health Professions Bureau in writing of any change of address.

What schedules to request: Veterinarians usually apply for authorization for Schedules II through V, as Schedule I controlled substances have no accepted medical use and are generally restricted to researchers only.

➔ **CSR APPLICATION FEE: \$60.00**

Please make your check or money-order payable to the Health Professions Bureau.

NOTICE: In compliance with IC 4-1-6, the Health Professions Bureau notifies all applicants that they must provide the requested information. **Without it, the application will not be processed.** Applicants have the right to challenge, correct or explain information maintained by the Health Professions Bureau. All information provided by applicants becomes public record.

Additional Information Pertaining to CSR's:

Drug Enforcement Administration: Veterinarians may apply for the Drug Enforcement Administration (DEA) registration at the same time as the State CSR; please indicate "pending" where the DEA requests the State license number. The Health Professions Bureau verifies CSR numbers to the DEA once they are issued. **The Bureau does not have DEA forms.** For information regarding the DEA registration please contact the DEA Indianapolis Field Office at 575 North Pennsylvania Street, Indianapolis, IN 46204 or by telephone at (317) 226-7977.

Renewals: Each registrant will receive a renewal for the CSR at the same time that he or she renews his or her veterinarian license with the Health Professions Bureau. It is the responsibility of the registrant to renew the CSR. Renewal applications for CSRs are mailed 60 days prior to the expiration of the permit. If you do not receive your renewal application at that time, please call our office at (317) 234-2054 to request a duplicate application.

Address Change: You are required to notify the Health Professions Bureau of any address changes. Controlled substances registrations are issued for a particular purpose at a specified location. Any change of address for practitioners must be reported to the HPB and to the appropriate professional licensing board. Your written notice must include your name, license number, profession, social security number, date of birth, and both your old and new addresses. Please send the information to: ATTN: Indiana Board of Veterinary Medical Examiners, Health Professions Bureau, 402 West Washington Street, Room 041, Indianapolis, Indiana 46204, or fax the changes to 317-233-4236. Be sure to include your license number.

Name Change: You may have the name changed on your licensure records by submitting a copy of an official name change document such as a marriage certificate or a divorce decree or your social security card. Please send the information to: ATTN: Indiana Board of Veterinary Medical Examiners, Health Professions Bureau, 402 West Washington Street, Room 041, Indianapolis, Indiana 46204. Your letter should include your name as it is listed now, your new name, your license number, profession, social security number, and date of birth. If you want us to send you a new pocket card, please indicate in the letter that a new card is needed due to the name change.

Once your application file is complete, it will be reviewed by your licensing Board or Board staff for approval. Note that if you have given a positive response to any of the questions pertaining to past disciplinary or legal action, you must supply a notarized statement with your application as requested. If you answer positive to any of the questions the application must be reviewed by the Controlled Substances Advisory Committee before a permit can be issued. Because of the frequency of the Committee's meetings, please allow 5-7 weeks for processing of your application. The Committee meets every other month, so please plan accordingly to allow sufficient time for processing.

For questions about this application, please contact (317) 233-2054. You can also e-mail your question to hpb8@hpb.state.in.us Please visit our website for the Health Professions Bureau at <http://www.IN.gov/hpb>.